

# CITY OF EL PASO CONSULTANT PERFORMANCE REVIEW

## SCORESHEET

DESIGN	NOTES	SCORE
<b>Did the consultant meet the contract requirements?</b>	<b>Exceeded expectations</b> ( 5 pts.) = Went above and beyond meeting all guidelines.	
	<b>Yes</b> ( 4 pts.) = Met all the guidelines	
	<b>Not in all areas</b> ( 2 pts.) = Occasionally didn't meet the guidelines	
	<b>Defaulted</b> ( 0 pts.) = Contract Defaulted	
Consultant was knowledgeable and fulfilled his contractual agreement with the Department.		
Consultant preserved, retained, sustained the scope of services sought by the Department.		
Consultant was familiar with the Department's policies and procedures.		
Consultant maintained the flexibility necessary for meeting with the Department.		
Consultant serves the Department, but is not subservient to it. This means that the Consultant must occasionally give the department unpleasant news such as: costs of design concept exceed the budget.		
Consultant submitted plans, specifications and supporting documentation to the Department when due.		
Consultant performed the scope of services within the anticipated man hours and actual estimated fee.		
Consultant provided the department with mathematically correct and itemized breakdowns of billing charges in accordance with required accounting practices upon completion of the project and when requested.		
Salaries, indirect costs, fixed fees and other rates submitted conformed to the contract cost proposal.		
Supporting documentation for charges were provided and questions were answered in a timely manner.		
<b>Was the project properly coordinated with affected stake holders?</b>	<b>Exceeded expectations</b> ( 5 pts.) = Went above and beyond to maintain constant communication and provided updates.	
	<b>Yes</b> ( 4 pts.) = Coordinated all issues.	
	<b>Missed noncritical members</b> ( 2 pts.) = Missed coordination with a stakeholder, but no impact on the cost/schedule.	
	<b>Missed critical members</b> ( 0 pts.) = Missed coordination with a stakeholder, which had a cost and schedule impact.	
Consultant participated in community workshops/public meetings and responded to citizens/groups seeking information or assistance.		
The Consultant effectively communicated with the Project Manager with regard to the progress of work.		
Consultant prepared plans and specifications for project considering the project budget. If the project approached a budget overrun, the Consultant brought this fact to the attention of the Project Manager in a prompt and timely manner and offered alternative solutions to the budget problems.		
Supplemental contracts and change orders to the original contract were minimized through careful planning and forethought when establishing the original scope of services and contract agreement with the department.		

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<b>How responsive was the consultant (Project Manager) during the design phase? Were all comments/issues addressed?</b>	<b>Very responsive</b> ( 5 pts.) = Went above and beyond meeting all the guidelines.	
	<b>Responsive</b> ( 4 pts.) = Met all the guidelines.	
	<b>Somewhat responsive</b> ( 2 pts.) = Occasionally didn't meet the guidelines.	
	<b>Non-responsive</b> ( 0 pts.) = Constantly didn't meet the guidelines.	
Consultant displayed a willingness to work as a team member in the development of a project. Liaison with the Department's Project Manager is undertaken at the earliest possible time ensuring a common understanding of the scope of the project as well as conformity with the department's standards, practices, accuracy requirements, format, survey practices and such other items critical to a given project.		
Consultant was accessible to department staff and responsive to their questions, needs and concerns		
Consultant maintained working relationship with the Department and other agencies.		
Consultant did not over extend his human resources such that manpower was inadequate to maintain schedule.		
The work was checked prior to submission to the Department.		
The Project Manager was informed of any changes in scope should not go from consultant; maybe it should be of any revisions,, lack of information, or decisions acquired from the Department or other agencies that adversely affect the schedule or do not permit the work to progress in a logical manner.		
Consultant participated in and contributed ok the decision making process.		
Work was checked for accuracy and content prior to submission to the Department.		
<b>Did the design accomplish the objective of the project?</b>	<b>Exceeded expectations</b> ( 5 pts.) = Went above and beyond meeting all the guidelines.	
	<b>Yes</b> ( 4 pts.) = Met all the guidelines.	
	<b>Missed items</b> ( 2 pts.) = Occasionally didn't meet the guidelines.	
	<b>No</b> ( 0 pts.) = Considerable oversights or contract defaulted.	
Consultant obtained approvals and decisions from the department in a timely manner, thereby permitting the project to flow smoothly and quickly.		
The scope of the project was completed. The outcome of the project addressed the project need.		
All construction impacts were considered and addressed, including but not limited to traffic control, constructability, access, phases and adjacent impacts.		
Consultant provided the Department with plans and specifications that meet Department standards for content and format. These plans and specifications were therefore readily understood by all those persons who were required to work with them.		
Consultant explained, defended and justified technical decisions and actions		
Consultant provided hard copy documentation concerning design decisions, calculations, and other supporting data so that a project history is maintained.		

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DESIGN	NOTES	
The project was constructed with minimal problems, all issues addressed promptly.		
Consultant ensured that only appropriate design alternatives meeting the Department's objectives were selected land budget.		
Innovative and/or state-of-the-art methods, procedures, designs or theories in solving problems were used.		
Consultant looked beyond minimum standards to evaluate and incorporate desirable standards where practical and appropriate to do so.		
BIDDING	NOTES	SCORE
How many addendums were issued? 0 = 2 pts. 2 = 1 pt. 3+ = 0 pts.		
Was the bidding delayed as a result of the addendums? Weeks: 0 = 3 pts. 1 = 2 pts. 2 = 0 pts.		
What was the percent difference between the construction bid and the opinion of probable cost? +/- percent: 0-4.5 = 10 pts., 4.5-9 = 8 pts., 9-13.5 = 6 pts., 13.5-18 = 5 pts., 18-22.5 = 4 pts., 22.5-27 = 3 pts., 27-31.5 = 2 pts., 31.5-36 = 1 pt., 36+ = 0 pts.	The lowest amount will be used, which is tied directly to the cost estimate provided by the consultant. If a third party provides an estimate (i.e. PSB), that will not be considered a part of this item.	
CONSTRUCTION	NOTES	SCORE
<b>How responsive was the consultant (Project Manager) during the construction phase? Were all comments/issues addressed?</b>	<b>Very responsive</b> ( 4 pts.) = Went above and beyond meeting all the guidelines.	
	<b>Responsive</b> ( 3 pts.) = Met all the guidelines.	
	<b>Somewhat responsive</b> ( 2 pts.) = Occasionally didn't meet the guidelines.	
	<b>Non-responsive</b> ( 0 pts.) = Constantly didn't meet the guidelines or defaulted.	
Consultant displayed a willingness to work as a team member in the development of a project. Liaison with the Department's Project Manager is undertaken at the earliest possible time ensuring a common understanding of the scope of the project as well as conformity with the department's standards, practices, accuracy requirements, format, survey practices and such other items critical to a given project.		
Consultant was accessible to department staff and responsive to their questions, needs and concerns		
Consultant maintained effective working relationship with the Department and other agencies.		
Submittals were reviewed within the timelines agreed to. RFI/RFCs were coordinated and responded in the timelines agreed to.		
The work was checked prior to submission to the Department.		
Constructability issues were resolved in a timely manner; consultant suggested the most efficient and cost effective alternatives.		
Construction sequence was spot checked and issues regarding the constructability of the project were raised in a timely manner.		
Consultant participated in and resolved/contributed to the decision making process.		
Consultant attended meetings and was knowledgeable of the issues and design requirements, sound recommendations were provided.		

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<b>Rate the constructability of the project?</b>	<b>Good</b> ( 2 pts.) = The constructability of the project was thought thru, all impacts were accounted for in the scope of work.	
	<b>Improvement needed</b> ( 1 pt.) = Construction required change orders because the design did not account impacts to the project or the sequence of the construction.	
	<b>Required redesign</b> ( 0 pts.) = The project could not be constructed and required redesign.	
Number of RFIs/RFCs attributed to the project design? <b>0-10</b> = 4 pts., <b>11-20</b> = 3 pts., <b>20-30</b> = 2pts., <b>30-40</b> = 1pt., <b>40+</b> = 0 pts.	<i>Only RFC/RFI attributable to the design of the consultant are to be included (i.e. RFIs for PSB design should be counted)</i>	
What was the total percent of the contract value associated with change orders/quantity adjustments due to design oversights/value engineering? Percent of Contract Value: <b>0-1</b> = 10 pts., <b>1-2</b> = 9 pts., <b>2-3</b> = 8 pts., <b>3-4</b> = 7 pts., <b>4-5</b> = 6 pts., <b>5-6</b> = 5 pts., <b>6-7</b> = 4 pts., <b>7-8</b> = 3 pts., <b>8-9</b> = 2 pts., <b>9-10</b> = 1 pt., <b>10+</b> = 0 pts.		
What were the construction delays due to design issues/change orders in percent of contract time? +/- percent: <b>0-3.5</b> = 10 pts., <b>3.5-7</b> = 9 pts., <b>7-10.5</b> = 8 pts., <b>10.5-14</b> = 7 pts., <b>14-17.5</b> = 6 pts., <b>17.5-21</b> = 5 pts., <b>21-24.5</b> = 4 pts., <b>24.5-28</b> = 3 pts., <b>28-31.5</b> = 2 pts., <b>31.5-35</b> = 1 pt., <b>35+</b> = 0 pts.		